

# E-CHECK PAYMENT IN TAP

**FREE SERVICE**

Go to the TAP website at <http://revenue.mt.gov>

Under Taxpayer Access, Click on TAP Login:

Enter your **"Username"**, **"Password"**, and **Authorization Code**. Click **"Login"**.

**Taxpayer Access Point**  **Montana Department of Revenue**

**Welcome to Taxpayer Access Point (TAP)**

**Menu**  
Home  
Back  
Help

**TAS** [Toggle Log](#)  
RunDate: 04-Feb-2014  
Last Request: 385ms

**Individual**

- [File a Return](#)
- [Retrieve a Saved Return](#)
- [Make a Payment](#)
- [Where's My Refund](#)
- [Add Power of Attorney](#)
- [Login Features](#)

**Business**

- [Add Power of Attorney](#)
- [Request Account ID](#)
- [File PT-AGR](#)
- [File PT-STM](#)
- [Login Features](#)

**Unclaimed Property**  
Click for cash

- [Search for Unclaimed Cash](#)
- [Retrieve a Saved Claim](#)
- [Track Your Claim Status](#)
- [Quick Claim Letter](#)
- [What You Will Need](#)

**Liquor**

- [Vendor Calculator](#)
- [Vendor Calculator - UP](#)
- [License Search](#)
- [Server Training Submit](#)
- [Server Training Search](#)
- [Login Features](#)

**LOGIN** [Forgot my Password](#)

Username

Password

Authorization Code:

**SIGN UP FOR ACCOUNT ACCESS**

- [Benefits of Signing Up](#)
- [Who Can Use TAP Login?](#)
- [Tax Types Available on TAP](#)

After logging into your account you will be at the Account Details screen.

Click “Account I.D.”



RunDate: 10-Mar-2016  
Last Request: 74ms (40ms)

View My Profile  
Add Access Account

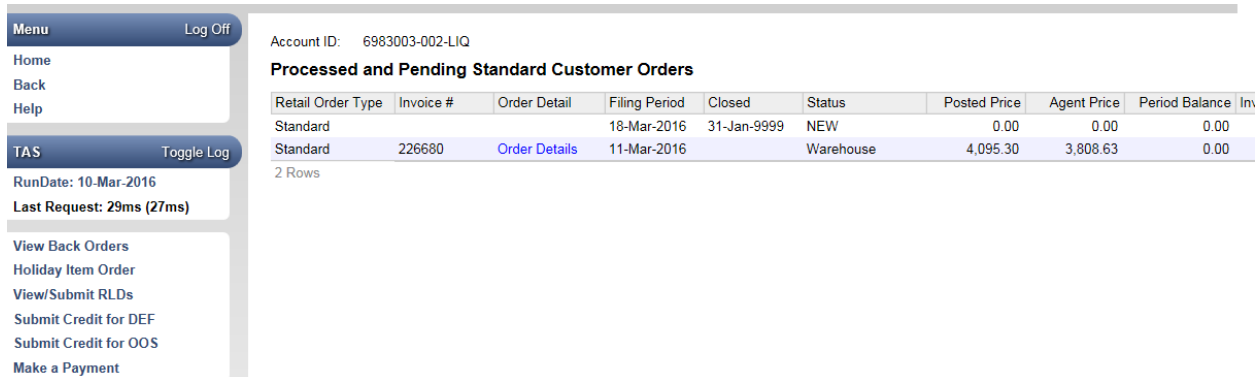
ACCOUNTS<sup>1</sup> REQUESTS<sup>0</sup> WEB MESSAGING<sup>0</sup> LETTERS<sup>0</sup>

MY ACCOUNTS<sup>1</sup>

Account ID	Account Type	Name	Frequency	Address	Balance
6983003-002-LIQ	Agcy Liq Str	LIQUOR STORE #999	Weekly-Fri	1 MAIN ST HELENA MT 59601	0.00

This will bring you to the Processed and Pending Customer Orders.

Click “Make a Payment”



Menu Log Off

Home  
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TAS Toggle Log

RunDate: 10-Mar-2016  
Last Request: 29ms (27ms)

View Back Orders  
Holiday Item Order  
View/Submit RLDs  
Submit Credit for DEF  
Submit Credit for OOS  
Make a Payment

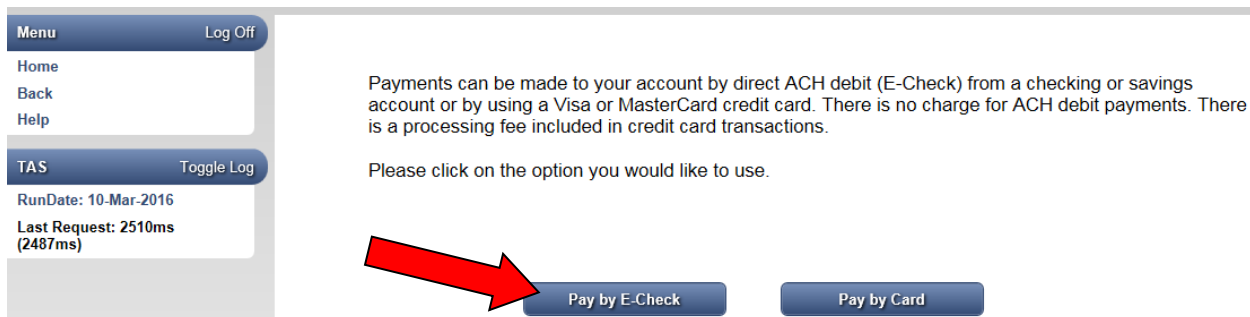
Account ID: 6983003-002-LIQ

Processed and Pending Standard Customer Orders

Retail Order Type	Invoice #	Order Detail	Filing Period	Closed	Status	Posted Price	Agent Price	Period Balance	Inv
Standard	226680	Order Details	18-Mar-2016	31-Jan-9999	NEW	0.00	0.00	0.00	
Standard			11-Mar-2016		Warehouse	4,095.30	3,808.63	0.00	

2 Rows

To Pay By Check, Click “Pay by E-Check”



Menu Log Off

Home  
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TAS Toggle Log

RunDate: 10-Mar-2016  
Last Request: 2510ms (2487ms)

Payments can be made to your account by direct ACH debit (E-Check) from a checking or savings account or by using a Visa or MasterCard credit card. There is no charge for ACH debit payments. There is a processing fee included in credit card transactions.

Please click on the option you would like to use.

Pay by E-Check Pay by Card

You can schedule your payment up to 365 days in advance. The payment date entered will be recorded as the date paid. Any payments entered after 3:45 p.m. MST may not clear your bank for two business days. International bank accounts are not supported at this time. The first time you enter your information, you can save as your default bank account information.

# How do I find my bank routing and account number?

The diagram shows a check with the following fields and labels:

- ABA/Routing Number:** 123456789 (indicated by a red line)
- Account Number:** 1234567890101 (indicated by a purple line)
- Check Number:** 1026 (indicated by an orange line)

Other fields on the check include: Your Name, 123 Your Street, Your Hometown, State 12345, 12-03, Date, Pay to the Order of, \$, DOLLARS, YOUR CHECK, Memo, and 12-3/ 456 XX 789.

Fill in all the required information and Click "Submit".

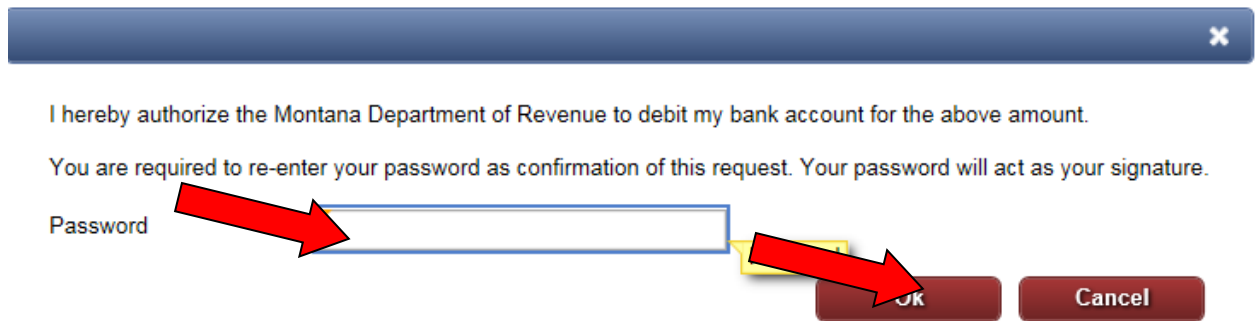
The screenshot shows a payment form for MONTANA LIQUOR STORE #999, LLC. The form includes the following fields and labels:

- Payment Date:** 10-Mar-2016
- PAY TO THE ORDER OF:** Department of Revenue
- Amount:** 1,500.00
- MEMO:**
- Bank Account Type:** Checking
- Routing Number:** 123456789
- Account Number:** 1026
- Account Number Confirm:** 1026
- Foreign Bank:** ☐
- CHOOSE PAYMENT SOURCE:** ☒ New payment source

A red arrow points to the **Submit** button. A yellow tooltip message reads: "Routing number not valid. Format: 999999999".

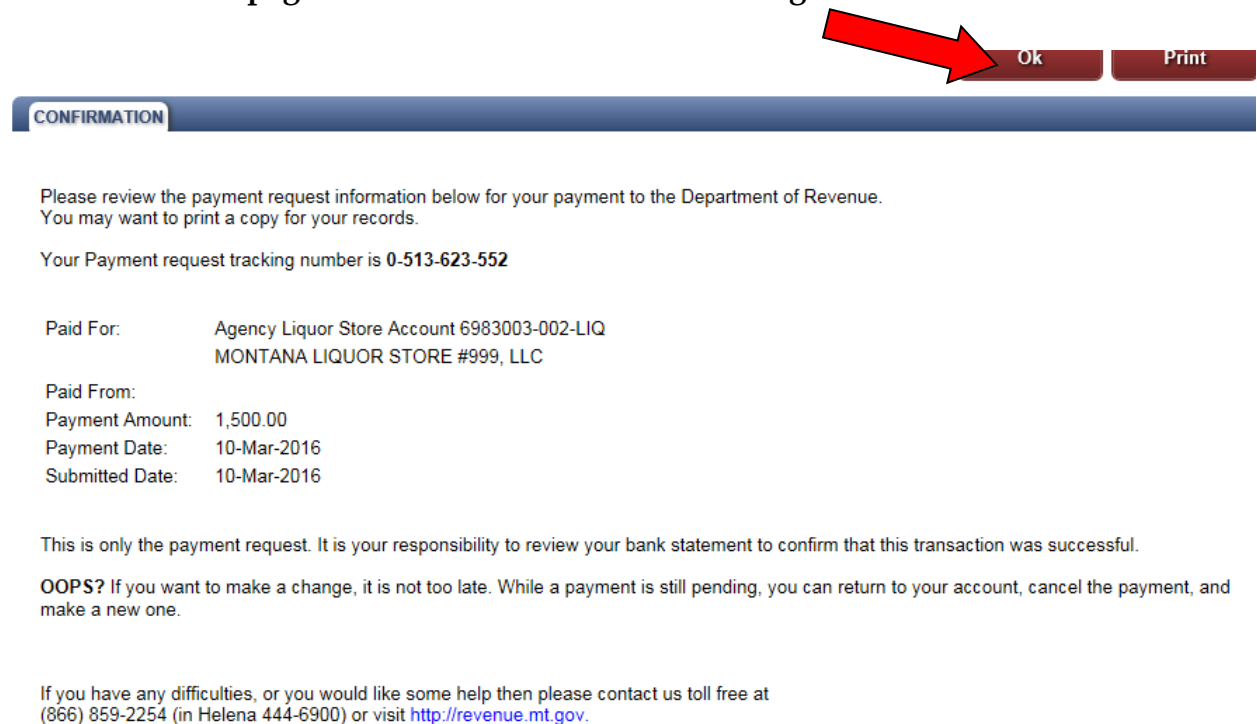
Authorization Screen Appears.

Type **"Password"** to give permission. Click **"Ok"**.



A screenshot of a web browser window showing an authorization dialog. The dialog has a blue header bar with a close button (X) in the top right corner. The main content area is white and contains the following text: "I hereby authorize the Montana Department of Revenue to debit my bank account for the above amount." followed by "You are required to re-enter your password as confirmation of this request. Your password will act as your signature." Below this text is a label "Password" followed by a text input field. A red arrow points from the "Password" label to the input field. To the right of the input field is a yellow button with a right-pointing arrow. Further right are two red buttons labeled "OK" and "Cancel". A red arrow points from the yellow button to the "OK" button.

**"Confirmation"** page shows. **"Print"** Confirmation Page if needed. Click **"Ok"**.



A screenshot of a web browser window showing a confirmation page. The page has a blue header bar with a tab labeled "CONFIRMATION". The main content area is white and contains the following text: "Please review the payment request information below for your payment to the Department of Revenue. You may want to print a copy for your records." followed by "Your Payment request tracking number is 0-513-623-552". Below this is a table with payment details:

Paid For:	Agency Liquor Store Account 6983003-002-LIQ MONTANA LIQUOR STORE #999, LLC
Paid From:	
Payment Amount:	1,500.00
Payment Date:	10-Mar-2016
Submitted Date:	10-Mar-2016

Below the table is the text: "This is only the payment request. It is your responsibility to review your bank statement to confirm that this transaction was successful." followed by "OOPS? If you want to make a change, it is not too late. While a payment is still pending, you can return to your account, cancel the payment, and make a new one." and finally "If you have any difficulties, or you would like some help then please contact us toll free at (866) 859-2254 (in Helena 444-6900) or visit <http://revenue.mt.gov>." At the bottom right of the page are two red buttons labeled "Ok" and "Print". A red arrow points from the "Ok" button to the "Print" button.

This takes you to the “Processed and Pending Customer Order” screen.

Menu Log Off

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TAS Toggle Log

RunDate: 10-Mar-2016  
Last Request: 667ms (665ms)

Account ID: 6983003-002-LIQ

**Processed and Pending Standard Customer Orders**

Retail Order Type	Invoice #	Order Detail	Filing Period	Closed	Status	Posted Price	Agent Price	Period Balance	Invoice
Standard	226680	Order Details	18-Mar-2016	31-Jan-9999	NEW	0.00	0.00	0.00	
Standard			11-Mar-2016		Warehouse	4,095.30	3,808.63	0.00	

2 Rows

Can I save my bank information for future use? **Yes.**

After logging into TAP, Click “View My Profile”.

Menu Log Off

Home  
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TAS Toggle Log

RunDate: 10-Mar-2016  
Last Request: 171ms (115ms)

**View My Profile**

Add Access to Another Account

**MONTANA LIQUOR STORE #999, LLC**

Montana Tax Number 6983003

Balance \$0.00

**NAMES AND ADDRESSES**

DBA Name LIQUOR STORE #999

Legal Name MONTANA LIQUOR STORE #999, LLC

Location Address 1 MAIN ST HELENA MT 59601

Mailing Address

ACCOUNTS<sup>1</sup> REQUESTS<sup>2</sup> WEB MESSAGING<sup>0</sup> LETTERS<sup>0</sup>

**MY ACCOUNTS<sup>1</sup>**

Account ID	Account Type	Name	Frequency	Address	Balance
6983003-002-LIQ	Agcy Liq Str	LIQUOR STORE #999	Weekly-Fri	1 MAIN ST HELENA MT 59601	0.00

Under “My Accounts”, Click “Advanced Payment Options”. Click “Setup”.

Menu Log Off

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TAS Toggle Log

RunDate: 10-Mar-2016  
Last Request: 957ms (903ms)

Update Mailing Options

**PROFILE**

Web Name: Mary

Phone 1: (406) 444-0719

Phone 2:

Email: mlohrman@mt.gov

Question: What city were you born in?

**Authentication Contact**

Email: mlohrman@mt.gov

**I WANT TO**

Update Profile

Cancel my Online Access

Change Password

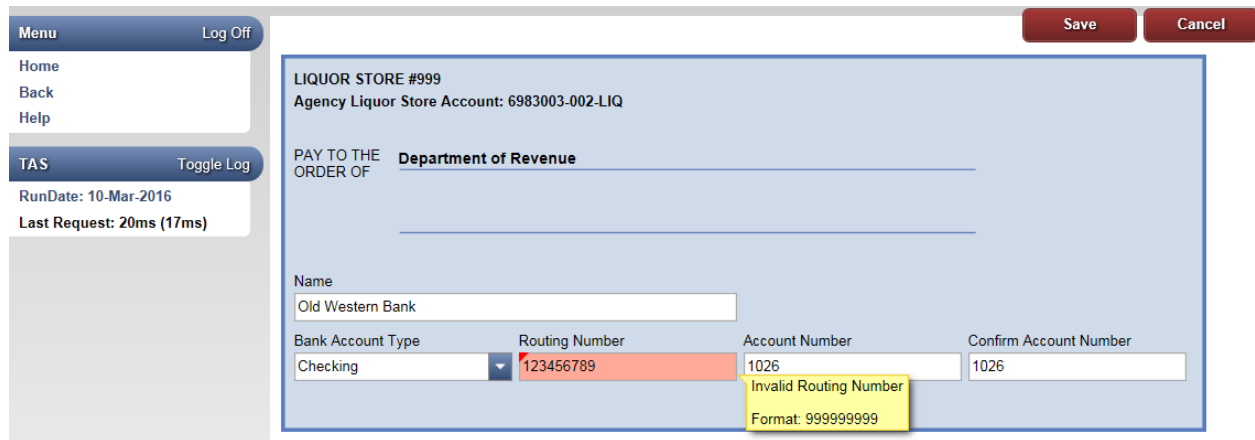
MY ACCOUNTS MANAGE LOGINS

**ACCOUNT PAYMENT SOURCES ADVANCED PAYMENT OPTIONS**

**MANAGE DEFAULT PAYMENT INFORMATION FOR EACH OF YOUR ACCOUNT**

Name	Account Type	Id	Payment Source
LIQUOR STORE #999	Agency Liquor Store Account	6983003-002-LIQ	Setup

Enter banking information and Click **“Save”**. Or, Click **“Cancel”** if you don’t want to save your changes.

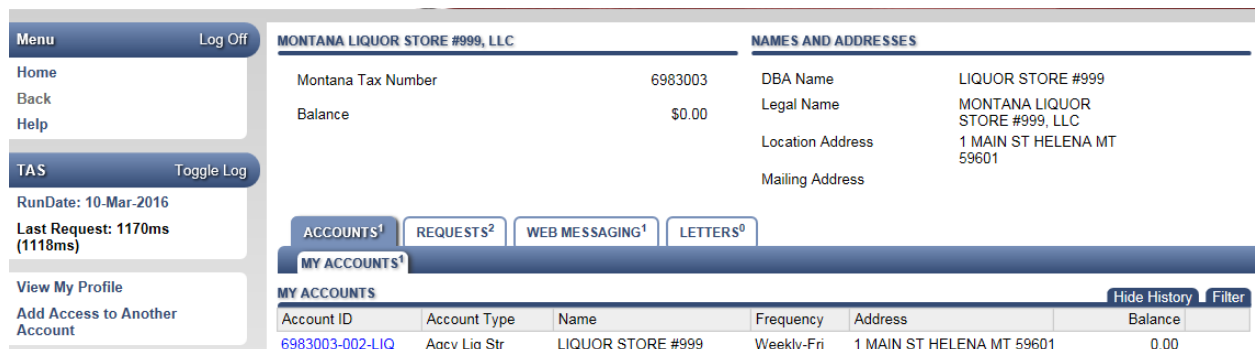


The screenshot shows a web form for entering banking information. On the left is a sidebar with a 'Menu' (Home, Back, Help) and 'TAS' section (Toggle Log, RunDate: 10-Mar-2016, Last Request: 20ms (17ms)). The main form area is titled 'LIQUOR STORE #999' and 'Agency Liquor Store Account: 6983003-002-LIQ'. It includes a 'PAY TO THE ORDER OF' field with 'Department of Revenue' entered. Below this are fields for 'Name' (Old Western Bank), 'Bank Account Type' (Checking), 'Routing Number' (123456789), 'Account Number' (1026), and 'Confirm Account Number' (1026). A yellow tooltip is visible over the Routing Number field, stating 'Invalid Routing Number' and 'Format: 999999999'. At the top right of the form are 'Save' and 'Cancel' buttons. A large red arrow points from the text above to the 'Save' button.

## Can I Change or Delete Bank Information I Have Saved?

**Yes.** You can change or delete bank account information by completing the steps below:

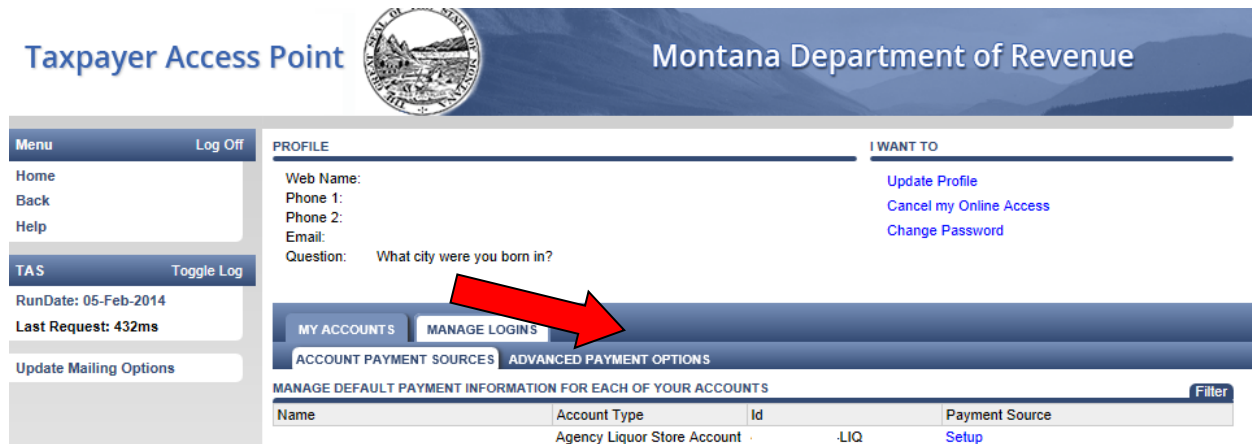
After logging into TAP, Click **“View My Profile”**.




The screenshot shows the TAP user profile page for 'MONTANA LIQUOR STORE #999, LLC'. The left sidebar has a 'Menu' and 'TAS' section. The 'TAS' section includes a red arrow pointing to the 'View My Profile' link. The main content area is divided into two sections: 'MONTANA LIQUOR STORE #999, LLC' and 'NAMES AND ADDRESSES'. The 'MONTANA LIQUOR STORE #999, LLC' section shows 'Montana Tax Number' (6983003) and 'Balance' (\$0.00). The 'NAMES AND ADDRESSES' section shows 'DBA Name' (LIQUOR STORE #999), 'Legal Name' (MONTANA LIQUOR STORE #999, LLC), 'Location Address' (1 MAIN ST HELENA MT 59601), and 'Mailing Address'. Below these sections are tabs for 'ACCOUNTS<sup>1</sup>', 'REQUESTS<sup>2</sup>', 'WEB MESSAGING<sup>1</sup>', and 'LETTERS<sup>9</sup>'. The 'ACCOUNTS<sup>1</sup>' tab is selected, showing a table of accounts. A red arrow points from the 'View My Profile' link in the sidebar to the 'ACCOUNTS<sup>1</sup>' tab.

Account ID	Account Type	Name	Frequency	Address	Balance
6983003-002-LIQ	Agcy Liq Str	LIQUOR STORE #999	Weekly-Fri	1 MAIN ST HELENA MT 59601	0.00

Under “My Accounts”, Click “Advanced Payment Options”.



**Taxpayer Access Point**  **Montana Department of Revenue**

**Menu** [Log Off](#)

[Home](#)  
[Back](#)  
[Help](#)

**TAS** [Toggle Log](#)

RunDate: 05-Feb-2014  
Last Request: 432ms

[Update Mailing Options](#)

**PROFILE**

Web Name:  
Phone 1:  
Phone 2:  
Email:  
Question: What city were you born in?

**I WANT TO**

[Update Profile](#)  
[Cancel my Online Access](#)  
[Change Password](#)

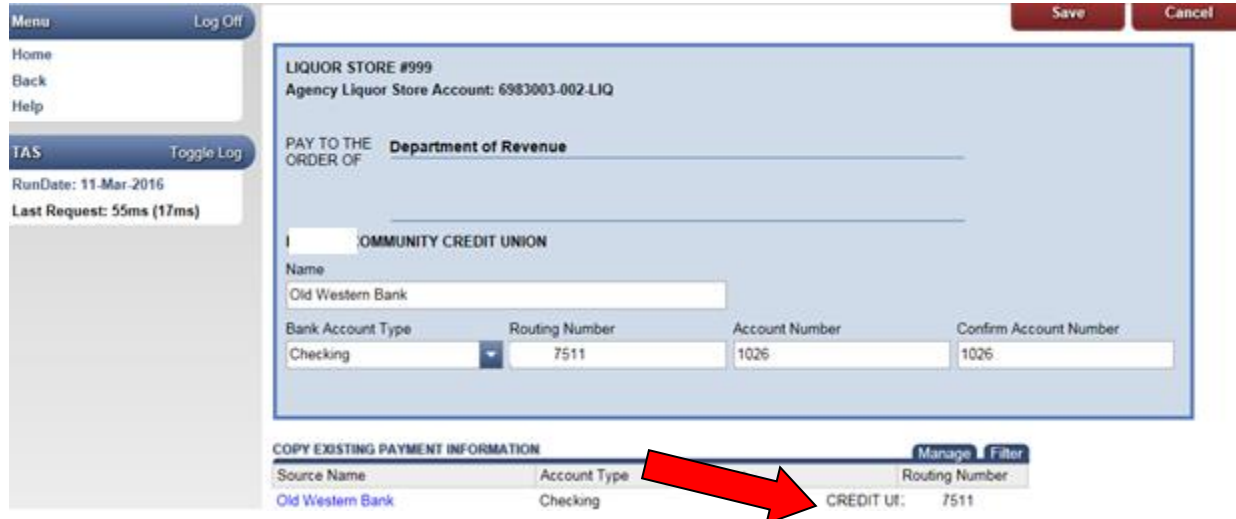
**MY ACCOUNTS** **MANAGE LOGINS**

**ACCOUNT PAYMENT SOURCES** **ADVANCED PAYMENT OPTIONS**

MANAGE DEFAULT PAYMENT INFORMATION FOR EACH OF YOUR ACCOUNTS [Filter](#)

Name	Account Type	Id	Payment Source
Agency Liquor Store Account	.LIQ		<a href="#">Setup</a>

Click “Bank Name”.



**Menu** [Log Off](#) [Save](#) [Cancel](#)

[Home](#)  
[Back](#)  
[Help](#)

**TAS** [Toggle Log](#)

RunDate: 11-Mar-2016  
Last Request: 55ms (17ms)

**LIQUOR STORE #999**  
Agency Liquor Store Account: 6983003-002-LIQ

PAY TO THE ORDER OF **Department of Revenue**

**COMMUNITY CREDIT UNION**

Name  
Old Western Bank

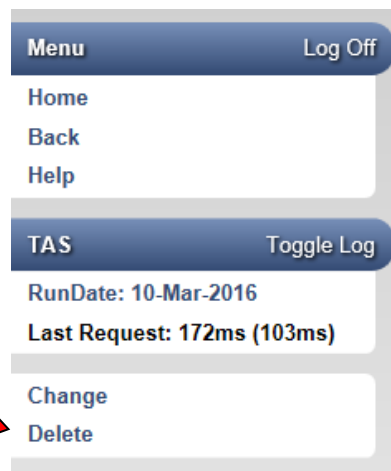
Bank Account Type Routing Number Account Number Confirm Account Number

Checking 7511 1026 1026

**COPY EXISTING PAYMENT INFORMATION** [Manage](#) [Filter](#)

Source Name	Account Type	Routing Number
Old Western Bank	Checking	CREDIT UT: 7511

Click “Delete” on the left side of the check.



Menu Log Off

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TAS Toggle Log

RunDate: 10-Mar-2016

Last Request: 172ms (103ms)

Change

Delete

LIQUOR STORE #999

Agency Liquor Store Account: 6983003-002-LIQ

PAY TO THE ORDER OF Department of Revenue

Name

Old Western Bank

Bank Account Type Routing Number Account Number Confirm Account Number


Checking 123456789 1026 1026

Invalid Routing Number

Format: 999999999

Save Cancel

Click “Confirm”. Click “Log Off”.



Menu Log Off

Home

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Help

TAS Toggle Log

RunDate: 11-Mar-2016

Last Request: 164ms (47ms)

All Accounts

PAY TO THE ORDER OF Department of Revenue

COMMUNITY CREDIT UNION

Name

Old Western Bank

Bank Account Type Routing Number Account Number

Checking 7511 1026

Confirm Cancel

Account Paper Mail Options (check the box you want and then submit).

Menu Log Off

Home

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TAS Toggle Log

RunDate: 11-Mar-2016

Last Request: 43ms (11ms)

Account Paper Mail Options

You may opt in or out of receiving paper returns by checking or unchecking the Mail Paper Returns box and then submitting your request. For Withholding and Mineral Rights Withholding accounts, you may also select whether you wish to receive vouchers (coupons) by mail.

Account Name	Account Type	Account Id	Mail Paper Returns?	Mail Paper Vouchers?
LIQUOR STORE #999	Agency Liquor Store Account	6983003-002-LIQ	<input type="checkbox"/>	<input type="checkbox"/>

Submit Cancel



Once you Click "Ok", you will be unable to make changes.

